

# USAF Public Health Career Field News

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## Revised Annual Award Submission Process



Reference this newsletter # 22, concerning submission of your nominees for the annual Public Health Officer and Colonel Cleveland L. Parker Awards. The following message from HQ USAF/SGWA, 26 Nov 97, **changes the reporting process:**

“SUBJECT: ANNUAL CALL FOR NOMINATIONS FOR MEDICAL SERVICE AWARDS, AFI 36-2856, SEP 97 - MESSAGE #2 (REFERENCE MESSAGE, SAME SUBJECT, 301500ZOCT 97)

1. AFI 36-2856 HAS BEEN REVISED TO INCLUDE ATTACHMENT 28 AND OTHER MINOR CHANGES. YOU WILL NOTE THAT THE AFEPL DATE FOR THIS AFI HAS BEEN UPDATED FROM SEP 97 TO DEC 97. CORRECTIONS ARE NOW MADE DIRECTLY TO THE AFI WHICH IS REPOSTED TO THE AFEPL WITH A NEW PUBLICATION DATE. PLEASE USE THE MOST CURRENT VERSION.

2. URGENT - NOTE FOR ALL ENLISTED, AFSC SPECIFIC, SUBMISSIONS.

2A. ALL ENLISTED AFSC SPECIFIC SUBMISSIONS WILL BE FORWARDED ELECTRONICALLY. THIS WILL ALLOW EASIER TRANSMISSION AND ACCESS BY EXTERNAL CAREER FIELD MANAGERS AND BOARD MEMBERS. IT ALSO ALLOWS MORE TIME AT EACH LEVEL TO SUBMIT THE PACKAGE SINCE TIME WILL NO

LONGER BE REQUIRED TO SEND THROUGH CONVENTIONAL MAIL. ANOTHER BENEFIT IS THE REDUCTION OF PAPER USED. (NOTE - THE 4A0X1 AWARDS LAST YEAR WERE PAPERLESS; THE END RESULT WAS VERY POSITIVE.)

2B. INSTRUCTIONS: REFER TO AFI 36-2856 AND THE PREVIOUS MESSAGE

FOR STANDARD NOMINATION PACKAGE REQUIREMENTS. TO SEND ELECTRONICALLY, THE NOMINATION LETTER WILL BE PREPARED IN A MICROSOFT WORD OR COMPATABLE “DOC” DOCUMENT FILE AND THE NARRATIVE SUMMARY (AF FORM 1206) WILL BE FORWARDED IN EITHER PERFORM PRO OR FORMFLOW “FIL” FILE. IF THE UNIT CANNOT ACCESS OR FORWARD A “FIL” FILE, FORWARD THE INFORMATION TO YOUR MAJCOM IN A “DOC” FILE. THE MAJCOM WILL THEN DOWNLOAD THIS FILE TO A “FIL” FILE TO FORWARD TO AIRSTAFF.

2C. LETTERS MAY BE SIGNED ELECTRONICALLY (IF THE UNIT HAS THIS CAPABILITY) OR TYPE “SIGNED” IN THE SIGNATURE BLOCK. HARD COPIES OF ACTUAL SIGNED LETTERS ARE NOT REQUIRED.

2D. PACKAGES WILL BE SENT THROUGH E-MAIL TO YOUR MAJCOM OPR ACCORDING TO THE SPECIFIC TIMELINES ESTABLISHED BY YOUR MAJCOM. FINAL MAJCOM NOMINATIONS WILL BE FORWARDED THROUGH E-MAIL TO THE AIRSTAFF OPR NLT 28 FEB 98 (CONTACT THE OPR FOR THE APPROPRIATE E-MAIL ADDRESS).

3. QUESTIONS SHOULD BE DIRECTED TO CMSGT PAMELA TRAMMELL, HQ USAF/SGWA, BOLLING AFB DC, 20332-7050, DSN 297-4251/4335, “TRAMM@SG-USAF.MEDNET.AF.MIL”

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*Mac's Comment:*

Let's give this new process our best shot. You may want to stay tuned to future messages fine-tuning it.



*Mac*